

**Defense Certificate of Recognition
for
Acquisition Innovation**

A. Purpose

1. The Defense Certificate of Recognition for Acquisition Innovation is established to make available to each Component of the Department of Defense and USD(A&T) principals a uniform instrument for formally recognizing outstanding, innovative acquisition practices. Its purpose is to recognize individuals, groups, or teams in DoD who have made greater contributions than normally expected resulting in improvements to defense acquisition processes and programs.

2. DoD acquisition leadership at all levels should recognize and reward individuals and teams whose efforts contribute to making the acquisition system and its various processes work more efficiently. This certificate will be awarded at the level of the Component Acquisition Executive (CAE) or his designee, or USD(A&T) principal, based on criteria and an administrative process established within each Component.

B. Eligibility

1. All DoD military and civilian acquisition personnel, individuals, groups or teams, who have made significant contributions to furthering acquisition reform in DoD acquisition processes and programs, are eligible. Significant contributions include ideas and innovations accepted by the acquisition organizations and/or management.

2. The Certificate of Recognition will be granted for contributions made or completed within the preceding 12 months.

C. Criteria for Selection

1. Organizations, groups, teams, or individuals given this award should have contributed outstanding innovative ideas, methods, or processes that have reduced life cycle costs or added value to the acquisition system, and its processes and programs.

2. The ideas, methods, or processes recognized should promote acquisition reform goals of benefit to the DoD acquisition system and its programs.

D. Process

1. Administration

a. The Director for Administration, OUSD(A&T) will print the Certificate of Recognition and distribute it to CAEs' and USD(A&T) principals' designated administration offices.

b. The CAEs and USD(A&T) principals are responsible for establishing their own procedures for presenting the certificates, including:

- (1) imprinting certificates with recipients' names;
- (2) getting certificates signed; and
- (3) arranging for presentation ceremonies and publicizing the achievement.

c. The Certificate of Recognition may be presented at any time in the calendar or fiscal year. It is recommended that completion of the nomination and award process take no more than 30 days.

d. The certificates are to be signed by the CAE or his designee, or a USD(A&T) principal and, where possible, awarded at the flag/General Officer or SES level in the recipients' command or activity. CAEs or others may request participation of the Defense Acquisition Executive or other Defense official at presentation and award ceremonies; however, arrangements for such ceremonies are the responsibility of the Component or awarding office.

2. Reporting

a. Each Component and USD(A&T) principal will forward quarterly reports to the Defense Acquisition University (DAU) Acquisition Reform Communications Center (ARCC), which will include:

- (1) Number of awards presented categorized by organizations, groups, teams, individuals;
- (2) geographic location(s) of recipients(s);
- (3) brief explanation/reason for each award; and
- (4) a point of contact for additional information about the innovations or improvement.

b. The DAU ARCC will maintain a data base of success stories. The Director, DAU ARCC will forward to the Acquisition Reform Benchmarking Group (ARBG) information on recipients of the Certificate of Recognition as appropriate for inclusion in the ARBG's data base. In addition, the Director, DAU ARCC will include information about recipients of the Certificate of Recognition in quarterly reports to the USD(A&T) summarizing all awards made in the prior quarter.

c. The DAU President will ensure that information on replicable innovations is integrated as appropriate into the Acquisition Review Quarterly (ARQ) and the Program Manager (PM) Magazine; the mandatory DAU acquisition courses; and all ARCC training, fora and similar activities designed to promulgate and publicize acquisition reform initiatives and accomplishments.